



MCS 355

Using the ADC for Roundtables in Your District

Teaching Notes

(Estimated Time: 50 minutes)

2 min Introduction

Welcome the class and introduce yourself.

You only have 50 minutes for the class so make your introduction brief (2 minutes).
Review the name of the course and give a brief overview of what you will be covering.
An effective roundtable commissioner team is vital to the success of all roundtables.

3 min Course Description and Learning Objectives

An effective roundtable commissioner team is vital to the success of all roundtables. The assistant district commissioner for roundtables (ADC-RT) needs to understand the unique position of roundtable in the scouting world. Roundtable provides a different method of unit service, but it is just as important. Roundtable also supplements unit commissioner efforts by the program support it provides.

The assistant district commissioner for roundtables (ADC-RT) position has a vital leadership role to perform and when properly used this position can be a great asset to the Roundtable Team.

At the end of this training a commissioner will be able to:

- EXPLAIN the ADC for RT Relationships.
- EXPLAIN the specific responsibilities of the ADC for RT.
- UNDERSTAND the use of the commissioner recognition plan as a part of the ADC for RT responsibilities.

PRIMARY Teaching Methods

25 min **The ADC for RT Relationships**

- A. Instructor guided discussion
- B. Notes
- C. Buzz group activities

The Administration of Commissioner Service Manual –Roundtables Module should serve as an instructor reference.

1. Buzz Group Activity (10 minutes):

- Divide the participants into four groups (depending on the number of participants attending) with 3-4 participants in each group.
- Assign each group one of the following topics (If you do not have enough participants for four groups you may have to double up on the topics and give the groups a few more minutes to complete this assignment:
 - Group #1: What does the assistant council commissioner for roundtables (ACC for RT) do and why is it important to develop a relationship with them?
 - Group #2: What does the district commissioner (DC) do for roundtables and why is it important to develop a relationship with them?
 - Group #3: What are the roundtable commissioners (RTCs) responsible for and why is it important to develop a relationship with them?
 - Group #4: What are the assistant roundtable commissioners (ARTCs) responsible for and why is it important to develop a relationship with them?
 - List each topic on a 3x5 card to give the different groups. Use Handout 018 – MCS 355 - Activity Cards
- Give each group five minutes to complete their buzz group assignment by first brainstorming their topic, making a poster listing their ideas, and placing the poster on the wall. (Self-stick poster paper works best, but masking tape will work as a substitute if self-stick poster paper is not available.)
- Give the participant groups five minutes to rotate between all four of the posters adding additional ideas.
- After the 2nd five minutes tell the groups that we will come back to these posters as we progress through this session. Each group will be making a presentation on their assigned topic.

Buzz Group Activity Reports

In the following section of the lesson we will discuss each of the position responsibilities and their relationship to the ADC for RT

2. Group #1: The ACC Relationship

QUESTION: What does the assistant council commissioner for roundtables (ACC for RT) do and why is it important to develop a relationship with them?

DISCUSSION: Discuss what Group #1 has listed on their poster and then provide them with the handout for ACC for RT. Cover any major areas that they may have missed that are listed on the handout.

Use the ACC for Roundtables Job Description Handout (AFTER THE DISCUSSION)

The ACC for roundtables

POSITION CONCEPT:

The assistant council commissioner for roundtables is responsible to the council commissioner to ensure that quality scout leader roundtables are being conducted in each district, for all levels of the program, in keeping with national BSA guidelines. This position works with the roundtable commissioners (Cub Scout, Boy Scout, and Venturing) who have been recruited by their respective district commissioners and/or the assistant district commissioners for scout leader roundtable, depending on the structure the council has selected. This volunteer position should ensure that scout leader roundtable commissioners provide training from the program-specific national syllabus, have access to the appropriate roundtable planning guides, and are executing programs based on national BSA materials, while appropriately tailoring a program to serve the council's geography and other aspects that are unique to the council and district.

The council should select the most appropriate volunteer structure for its unique situation.

By way of example:

- The ACC for roundtables could work with district roundtable commissioners and/or the assistant district commissioners for scout leader roundtable.

- The ACC for roundtables could work with the roundtable commissioners, and/or assistant district commissioners for scout leader roundtable for each program level.

- The ACC for roundtables could work with district roundtable commissioners, and /or ADC's for roundtable, in specific districts or geographical areas as designated by the council commissioner.

SUGGESTED POSITION ELEMENTS:

1. **Recruiting:** Recruit necessary roundtable commissioners as required by the designated council structure. Encourage all assigned roundtable commissioners to recruit as many assistant roundtable commissioners as needed to effectively accomplish roundtable functions.

2. **Talent Management:** Become personally acquainted with and maintain regular contact with all assigned roundtable related commissioners, including locations, dates, and times for all roundtable meetings. Make occasional in-person visits and evaluations of programs presented.

3. **Training Support:** Provide/promote training, via national materials, for all roundtable related commissioners on a regular basis.

4. **Program Planning and Content:** Work with the council commissioner and other key volunteers to design a council roundtable that meets the unique needs of the council, while taking advantage of national support materials and programs of emphasis. Conduct an annual planning/training gathering for all roundtable related commissioners and conduct quarterly or semi-annual follow-up meetings to assess progress and make necessary adjustments.

5. **Technology Utilization:** Promote the use of technology to ensure that roundtable meetings are adequately promoted and that the meetings engage and empower the volunteers. Explore the use of technology to support those who are not able to attend the meetings in person or to otherwise distribute materials and resources to assist the volunteers.

6. **Information Dissemination and Promotion:** Disseminate current BSA news and points of interest, including new merit badges, program changes, upcoming literature, etc., so the district roundtable provides valuable and timely information for the volunteer base. Create a presence at council events by promoting scout leaders' roundtable as **THE** place to go for Leaders who want to be in the know, share scouting fellowship, and have FUN!

3. Group #2: The DC Relationship

QUESTION: What does the district commissioner (DC) do for roundtables and why is it important to develop a relationship with them?

DISCUSSION: Discuss what Group #2 has listed on their poster and then provide them with the handout for DC and roundtables. Cover any major areas that they may have missed that are listed on the handout.

Use the district commissioner and roundtables handout (*AFTER THE DISCUSSION*)

The District Commissioner

The district commissioner is responsible for all aspects of unit service, including roundtable. The district commissioner works directly with the district chair and the district professional as part of the district key 3. District commissioners take ownership of the district team of commissioners to ensure that all units are well cared for throughout the year.

Roundtable commissioners and assistant roundtable commissioners are part of the district commissioner's staff and should attend and provide a roundtable report at the monthly district commissioner's staff meeting.

District commissioners and ADC's for roundtables provide direct support for the roundtable program within their district.

The district commissioner is overall responsible for all district roundtables. They must be involved with supporting roundtable if they expect their roundtable commissioner's to be successful.

It is recommended that district commissioners assign an ADC for roundtables to support all of their program specific roundtable commissioners.

The district can assist in supporting all aspects of roundtable and roundtable commissioners should be encouraged to participate in the monthly district commissioner's staff meetings.

The three national program committees (Cub Scout Committee, Boy Scout Committee, and Venturing Committee) are responsible for creating the national program content of materials presented at roundtable, but the roundtable commissioners can also use other BSA approved materials too.

Roundtable commissioners and their team are responsible for the execution of roundtable and creating an atmosphere that encourages relationship development among units of the district.

Roundtable commissioners are best suited for determining the needs of the district and using program content to meet those needs.

Neither the district committee or the district training committee have jurisdiction over roundtables, but they can provide information on local district training and events for the midway or provide the information to the roundtable commissioners.

4. Group #3: The RTC Relationship

QUESTION: What are the roundtable commissioners (RTCs) responsible for and why is it important to develop a relationship with them?

DISCUSSION: Discuss what Group #3 has listed on their poster and then provide them with the handout for RTCs. Cover any major areas that they may have missed that are listed on the handout.

Use the roundtable commissioner job description handout (*AFTER THE DISCUSSION*)

Roundtable Commissioners

The responsibility of a roundtable commissioner is to conduct a roundtable to help units solve problems by providing *the skill to do* and *the will to do* and through discussing unit issues and linking units to district resources. It is the differences in each of the programs that create the

need in each district to have separate program roundtable commissioners. It is certainly understandable why there are separate roundtable commissioners for each program.

Roundtable commissioners are normally responsible for their entire roundtable program: from planning to executing, to evaluating the effectiveness, to implementing positive changes and then starting the process all over all again.

In order to be successful, it is highly recommended that roundtable commissioners should have an annual planning session, quarterly or semi-annual update meetings and monthly team meetings. These planning meetings should always discuss the program options that best meet the needs of the district.

Program Specific Roundtable Commissioner Responsibilities

The responsibilities of the roundtable commissioner are to:

Plan
Supervise
Recruit
Train
Evaluate

To Plan. Planning the monthly roundtable program.

They preside over the annual and monthly roundtable planning meeting, set goals, and establish written plans for the roundtable program.

They work with the district executive and district commissioner to establish an annual operating budget for the roundtables.

It is important to attend monthly commissioners' meetings to report on the roundtable activities and to alert unit commissioners to units whose leaders are not attending the roundtable.

Ensuring that quality roundtables take place as scheduled. (Roundtable commissioners may or may not conduct the roundtable themselves.)

Making arrangements for roundtable to occur, such as: secure the meeting place, equipment, and supplies.

To Supervise. Supervising the delivery of program ideas and motivation to scout leaders that will enable units to provide a more effective program to Scouts.

Having knowledge of scouting literature and how to help leaders use it in support of their program is also essential.

To Recruit. Recruit sufficient numbers of assistant roundtable commissioners.

To Train. Ensure the roundtable team is properly trained to become a quality roundtable team.

Roundtable commissioners are responsible for their own training too. They need to take the training necessary to grow in experience and knowledge.

Training may be done through council-sponsored commissioners' conferences, roundtable workshops, national or regional conferences, etc.

To Evaluate. Conduct regular evaluations of the roundtables to determine how they can be improved.

Essentially roundtable commissioners have the operational responsibility for all roundtable functions for their program.

Without a great roundtable commissioner leading the way the roundtable team will fall short of reaching their potential.

All roundtable commissioners and their respective assistant roundtable commissioners should attend the monthly district commissioner's staff meeting and they should provide appropriate updates related to district roundtables and local unit needs, as appropriate, to the district commissioner either directly or through the assistant district commissioner for roundtable.

There are usually too many moving parts in a well-run roundtable for one person to reasonably handle, so that is why recruiting a great team of assistant roundtable commissioners is essential.

5. Group #4: The ARTC Relationship

QUESTION: What are the assistant roundtable commissioners (ARTCs) responsible for and why is it important to develop a relationship with them?

DISCUSSION: Discuss what Group #3 has listed on their poster and then provide them with the handout for ARTCs. Cover any major areas that they may have missed that are listed on the handout.

Use the Assistant Roundtable Commissioner Job Description Handout (*AFTER THE DISCUSSION*)

Assistant Roundtable Commissioners

Every roundtable commissioner should have a team of support staff to help them provide the best roundtable possible. Assistant roundtable commissioners are that support team!

It is the responsibility of the roundtable commissioner to recruit enough individuals to meet the specific needs for the size and program type of their roundtable. There are no limits to the number of assistant roundtable commissioners that can be on the roundtable team.

However, there should also never be less than one assistant roundtable commissioner for each program to serve as a back-up for each of the program specific roundtable commissioners.

The unit leaders expect roundtable to always happen as scheduled. The show must go on every month, even if the roundtable commissioner has a conflict and cannot attend. This is why you should always have at least one assistant roundtable commissioner.

There are no limits to the number of assistant roundtable commissioners (ARTCs) you may have in a district. There are several specific areas of duties that may be assigned to an assistant roundtable commissioner.

The responsibilities of the roundtable team are based on their assignment from the roundtable commissioner.

Some examples include:

Plan
Share
Promote
Model
Have a Positive Attitude

To Plan. Attending the planning meeting regularly or make arrangements for getting all the information if unable to attend. Prepare and present their assigned part of the roundtable in a quality manner.

To Share. Sharing ideas and encourage other team members to contribute to the planning meeting with suggestions on activities and theme development.
Share resources with other members of the roundtable team.

To Promote. Promoting roundtable in order to build attendance.

To Model. Model wearing of the uniform by attending roundtable in a correct (full) uniform.

Arrive early to assist with setup and be available after the meeting to answer leader's questions.

Contact the roundtable commissioner and their backup team member in a timely manner when unable to follow through with an assignment.

To Have a Positive Attitude. Keep and project a positive attitude towards the Scouting program.

Take training for their position and continue to increase their knowledge of Scouting.

Assistant roundtable commissioners are an important and essential part of the roundtable team.

The Success of roundtable depends on having a great team.

Possible Assignments for Assistant Roundtable Commissioners

In larger districts you may want to have specialized assistant roundtable commissioners. Some specialized positions could include:

- Program Specific/Breakout Session Leader
- Roundtable Feature Coordinator
- New Member Coordinator
- Ceremonies
- Facilities
- Historian
- Photographer/ Media Specialist

No matter how small or how large your roundtable team becomes make sure everyone has a purpose and feels they are valuable.

Make sure you show appreciation for all they do for the roundtable team.

Please always remember that without a successful roundtable team, the youth programs will not reach their highest potential!

New Member Coordinator ARTCs are a new position that both models the use of a New Member Coordinator (NMC) for unit leaders and fulfills similar responsibilities for the Roundtable Team.

These ARTCs welcome new leaders to roundtable, track attendance, and become a friendly face at roundtable to help build those first relationships with new leaders.

This individual should collect contact information for participants and follow up with them to make sure roundtable is meeting their needs.

This ARTC-NMC may wear a Commissioner polo shirt or a NMC shirt, along with a NMC Vest to readily identify them to new participants. NMC's help build relationships with new leaders.

PRIMARY Teaching Methods

10 min **The ADC for RT Responsibilities**

A. Instructor guided discussion

B. Notes

The Administration of Commissioner Service Manual –Roundtables Module should serve as an instructor reference.

1. The ADC for RT Responsibilities

**So now that we know more about the positions that the ADC for RT works with, we need to cover the specific responsibilities of the ADC for RT position.
Summarize the responsibilities of the ADC for RT.**

Use the ADC for Roundtables Job Description Handout

ADC for Roundtables

POSITION CONCEPT:

The assistant district commissioner for roundtables reports to the district commissioner and is responsible for ensuring that quality scout leader roundtables are conducted within the district for all programs. He/she also has responsibility to share information with and is supported by the ACC for roundtable. In this position he/she works with the roundtable commissioners (Cub Scout, Boy Scout, and Venturing) who have been recruited by the district commissioner. The promotion of roundtable at district events is an important facet of this position.

SUGGESTED POSITION ELEMENTS:

1. **Recruiting:** Assist the district commissioner with the recruitment of district roundtable commissioners as needed, and encourage and/or assist roundtable commissioners in recruiting as many assistant roundtable commissioners as needed to properly and effectively accomplish roundtable functions.
2. **Talent Management:** Become personally acquainted with and maintain regular contact with district roundtable commissioners and assistant roundtable commissioners, including locations, dates, and times for roundtable meetings. Make occasional in-person visits and evaluations of programs presented. Provide this information to the assistant council commissioner as appropriate.
3. **Training Support:** Ensure that district roundtable commissioners take training for their positions and encourage them to participate in other training opportunities as may be recommended by the district or council.
4. **Program Planning and Content:** Work with the district commissioner and other key volunteers to design a district roundtable that meets the unique needs of the council and district, while taking advantage of national support materials and programs of emphasis.

Ensure that roundtable commissioners and assistant roundtable commissioners in the district actively participate in the council annual planning, follow-up, and training functions.

5. Technology Utilization: Promote the use of technology to ensure that roundtable meetings are adequately promoted and that the meetings engage and empower the volunteers. Explore the use of technology to support those who are not able to attend the meetings in person or to otherwise distribute materials and resources to assist the volunteers.

6. Serve as Roundtable Moderator: Where appropriate, serve as the moderator for all combined district roundtables by:

- Open the meeting.
- Welcome and introduce visitors or guest speakers.
- Provide directions for program group breakouts.
- Provide feedback to roundtable personnel, following the meeting, as appropriate.

7. Information Dissemination and Promotion: Disseminate current BSA news and points of interest, including new merit badges, program changes, upcoming literature, etc., so the district roundtable provides valuable and timely information for the volunteer base. Create a presence at district events by promoting scout leaders' roundtable as **THE** place to go for leaders who want to be in the know, share scouting fellowship, and have FUN!

2. Recruiting the Roundtable Team

The assistant district commissioner for roundtable assists the district commissioner in recruiting and training the program-specific roundtable commissioners and assistant roundtable commissioners as part of the roundtable Team.

The program-specific roundtable commissioners are also responsible for assisting in the recruiting and training of assistant roundtable commissioners as part of the roundtable team.

Recruiting is definitely NOT a single person's responsibility!

Work with the roundtable commissioners (RTCs) and the other ADCs to identify potential members of the roundtable team. Each ADC and RTC will know different scouters who may fit the profile for serving as part of the roundtable team.

Having multiple people recruiting commissioners in your district makes easy work of achieving the goal of having an adequate number of trained commissioners.

The ADC for RT will also make sure that the new commissioner becomes registered with the Boy Scouts of America as a roundtable or assistant roundtable commissioner.

In the event that there is a vacancy in a roundtable team position, the ADC for RT can temporarily provide services assigned to that commissioner position.

3. Preparing the Roundtable Team

It is highly recommended that the ADC for RT take all of the Basic Training for roundtable commissioners and assistant roundtable commissioners.

You should also take or review the College of Commissioner Science RT Bachelors and Masters Courses.

The ADC for RT is responsible to properly train the roundtable team and coach them through the onboarding process.

Use the RT and ARTC Commissioner Onboarding Progress Record Handout

4. Training the Roundtable Team

Training is a Journey that never ends.

Roundtable commissioners must attend the Roundtable Basic Training either online or in a classroom. The roundtable and assistant roundtable commissioner Onboarding Progress Record must be completed and signed off by the assigned coach in order for the Basic Training to be reported as completed.

Additionally, it is highly recommended that the program-specific Basic Training and supplemental program training be completed for your assigned program area. You need to know what your leaders are supposed to know in order to provide training and unit service to your Roundtable participants.

- All Cub Scout Leader Basic Training and supplemental program training for the Cub Scout Roundtable Team.
- All Boy Scout Leader Basic Training and supplemental program training for the Boy Scout Roundtable Team.
- All Venturing Leader Basic Training and supplemental program training for the Venturing Roundtable Team.

Supplemental training at monthly district commissioner meetings should always be provided. Additional training specific to the roundtable team can be accomplished at the regular roundtable team meetings.

Supplemental commissioner training can be attended at the district, council, area, regional or National level.

The College of Commissioner Science is the next step after completing Roundtable Basic Training. There are courses at both the Bachelors and Masters level specific to roundtable commissioners.

Remember that Advanced Training is also part of the Journey

Train-The-Trainer courses help teach instructor techniques and provides tools for anyone that teaches a class.

Wood Badge is the advance training for all scouting leaders and is highly recommended for the roundtable team.

Topics for the national commissioner training weekend courses vary each year but they are offered on both a regional basis and at ScoutingU.

Advance commissioner training is offered on the national-level at the Philmont Training Center (PTC), Sea Base or The Summit (SBR). These courses range from several days to week-long courses.

5. Purposes of Roundtable

The Purposes of Roundtable

The theory is that the fundamental purpose and focus of roundtable is unit service. That is giving leaders tools to help them run good programs, rather than "training" them in a particular subject area. It is really a distinction without a difference. But rather than thinking of roundtables as training, think about it as the other way around. Scouting is delivered through units; therefore, anything that assists anyone to deliver the Scouting program is unit service.

Discuss with the participants what happens if the roundtable commissioner team fails to fulfill the purposes of roundtable.

Things that should happen at every roundtable...

- Roundtables should provide unit leaders with the skills, techniques, district/council information, usable program ideas, and the know-how to make the unit operation successful. "The Skill to Do."
- Roundtables should provide unit leaders with "The Will to Do"—the morale, enthusiasm, inspiration, and motivation that renews their desire to continue serving youth through Scouting.
- Roundtables should keep leaders up to date on the programs of the BSA.
- Roundtables should provide the opportunity to network with other leaders.

Next, we will discuss the differences in the three program-specific roundtables (Cub Scout, Boy Scout and Venturing).

6. Three Types of Roundtables

In the next three slides the instructor should summarize the differences in the three types of roundtables (Cub Scout, Boy Scout, and Venturing Roundtables). The various Roundtable Planning Guides provide additional information for each program's roundtables.

i. Cub Scout Roundtables

In smaller districts all programs may start together and possibly end together with separate program breakout sessions.

Due to space considerations or in larger districts they may start and finish all of the programs in separate locations.

Although Roundtable Program Planning Guides are provided by the national BSA for each roundtable program area (Cub Scout, Boy Scout, and Venturing), all roundtables should be adapted to the local needs of each district utilizing BSA approved materials.

Cub Scout Roundtables

Usually, in Cub Scout roundtables, the cub scout leaders start and finish as a group with individual breakout sessions in between. More recently the national cub scout committee has recommended combined group topics so that all leaders get the same information.

Cub scout leader breakout sessions provide the opportunity to give specific ideas to specific leaders. Leaders are usually divided into the following groups:

Lion, Tiger, Wolf, and Bear den leaders: Focus on advancement activities, including methods of adapting these activities and present examples of optional hands-on activities.

Webelos den leaders: Present ideas for activity pins, the Webelos and Arrow of Light ranks, and a hands-on activity.

Cubmasters/Assistant Cubmasters: Focus on the elements of running a fun and well-organized pack meeting and present a hands-on activity.

Pack committee and unit commissioners: Concentrate on ways to improve the pack's overall program and support of the Cubmaster.

ii. **Boy Scout Roundtables**

Boy Scout Roundtable

The boy scout roundtable helps troop leaders prepare to teach a skill, or present a program feature material on a *boy level* by presenting it on that level at the roundtable.

While fun is an important ingredient, a roundtable is more effective when conducted as a workshop rather than an evening of entertainment. (For example, don't just show a movie.)

Always involve the group actively in the presentation. Showing someone how to do something is not enough.

Program Features for Troops, Teams, and Crews, Vols. 1, 2, 3 is a great resource for Roundtable topics. The three volumes bring together 48 feature topics to help making program planning easier for unit and youth leaders. The mix of topics—outdoor, sports, health and safety, citizenship and personal development, STEM, and arts and hobbies—provides the kind of variety, adventure, challenges, and opportunities for advancement units can use to keep members coming back. Prepare, practice, and personalize your presentation.

Illustrate by using visual aids.

Ensure that the roundtable plan works to provide both the will-to-do and skill-to-do for troop leaders.

It is always a great opportunity when you can have a troop help teach a skill at roundtable. Include the troop's leaders and their boy scouts in the teaching process. Have the youth show the adult leaders how they do something special in their Troop.

Some larger districts also have had breakout sessions for special troop positions. Some of these breakout sessions may include:

Assistant Scoutmaster for the New Scout Patrol/LDS 11-Year-Old Leaders:

This session can concentrate on ways to improve the Trail to 1st Class program in the Troop.

Sometimes newer Assistant Scoutmaster's need help in becoming more confident with their knowledge and skills that are required to teach and sign off all areas for the Trail to 1st Class.

Troop committee members and unit commissioners: Concentrate on ways to improve the Troop's overall program and support of the Scoutmaster.

iii. Venturing Roundtables

Venturing Roundtable

A new Venturing Roundtables Plan starting in 2018. Venturing roundtables have progressed significantly from the old Venturing Forums.

Venturing roundtables will now Support the Venturing Officer's Association (VOA)

- Adults and youth officers meet together on the same night.
- The VOA President runs the opening session.
- The Venturing roundtable commissioner runs the adult leader break-out roundtable session concurrently with the main VOA Session run by the VOA president.
- Everyone returns together for a combined roundtable program closing session.
 - Under the direction of the VOA president, the vice president of program assisted by the roundtable commissioner as needed, run the combined program session.
 - Recommended that monthly district roundtables Integrated with VOAs: district, multi-district or council Level.
- Venturing roundtables may meet on a different night than cub scout and boy scout roundtables.
- Separate roundtables and VOAs will still be an option.
- Frequency: Minimum Quarterly. This allows the VOA to have other VOA meetings and events as needed without having a concurrent roundtable.

Venturing roundtable content will follow the ALPS Model with separate topics specific for advisors and combined topics that relate to both the advisors and youth officers.

- A-L-P-S: Adventure, Leadership, Personal Growth, Service

7. Roundtable Team Meetings

Roundtable Team Meeting

The monthly roundtable commissioner team meeting is a critical function after each roundtable. The focus of this meeting is to reflect on what just happened and to make sure the team is ready for the next month's roundtable.

It is recommended that you use Start/Stop/Continue discussion to drive the feedback from this meeting.

After reflecting on what happened this month, the team needs to shift gears and look ahead. The “PPPPP” applies to this part of the monthly team meeting. “Prior Planning Prevents Poor Performance” We teach our unit leaders to plan short term, midterm, and long term. This concept applies to our Roundtable teams as well.

If we always focus only on the next roundtable, we become reactive vs. proactive. A “30/60/90” approach works well for this meeting.

Somewhere, during the year the roundtable team should have an annual planning conference to map out what the goals are for the next scouting year. It is recommended that this meeting be held early in the summer and roundtable teams consider holding a roundtable open house in August and invite unit leaders to join you for a new year program preview.

The most important aspect of this meeting is to use an agenda, developed by the ADC roundtable. Agendas help to make sure that key aspects are addressed.

Finally, do not let the monthly RT team meeting become something the team does if they have nothing else to do. The adage, “build it and they will come” applies. This meeting is a return and report meeting. Attendance should be an expectation of service.

30 minutes per month is normally plenty of time for this meeting.

8. Commissioner Tools for Roundtable

Commissioner Tools is an important part of tracking roundtable attendance.

But in order to track attendance, you must enter the roundtable attendance numbers on a monthly basis for each unit that has participants.

Commissioner Tools only tracks attendance by the number of unit leaders attending a single session and does not track by individual names.

You should only count participants once. A leader that attends the boy scout roundtable and then comes by the cub scout roundtable to pick up any flyers or handouts should only be counted for attending the boy scout roundtable.

Commissioner Tools is constantly being upgraded and additional options are being added on a regular basis.

It is highly recommended that you take the Commissioner Tools online training or ask for someone to provide you one on one training from another roundtable commissioner or the ADC for roundtable familiar with the roundtable and other modules

PRIMARY Teaching Methods

5 min **The ADC for RT Responsibilities for Commissioner Recognition**

- A. Instructor guided discussion
- B. Notes

The Administration of Commissioner Service Manual–Roundtables Module should serve as an instructor reference.

1. The ADCs Responsibilities

It is the Responsibility of the ADC for RT to make sure everyone on the roundtable team is properly recognized.

The Role of Recognition

Recognition has been a fundamental part of scouting from its beginning. Done well, it is a powerful tool that can help leaders set goals, define accomplishments, encourage skill development, celebrate commitment and achievement, and inspire others to strive for similar success.

Effective recruiting is essential to effective unit service and recognition can help us identify and recruit the volunteers to serve as commissioners. Recognition criteria should provide a clear definition of success: the attitude, skills, training and behavior needed to perform effectively in a position.

For commissioners, effective recognition supports recruiting and developing a team that will help unit leaders start and build strong, sustainable units that will enable them to better serve more youth through Scouting.

2. Recognition of the Roundtable Team

Recognition for the Roundtable Team

A key point to keep in mind is that our revised awards requirements are a tool that you can use effectively in recruiting. You will find them helpful in your preparation. They will help you define what success looks like for many positions.

The most important recognition for the roundtable team is a genuine thank you. Everyone wants to feel appreciated.

Letters of appreciation and certificates of commendation are the simplest awards but they still mean a lot to the individual being recognized.

All roundtable commissioners are eligible to work toward commissioner service awards, including the Arrowhead Honor Award, Commissioner Key, Doctorate of Commissioner Science Award, the Commissioner Award of Excellence in Unit Service and Distinguished Commissioner Service Award.

BACKUP TEACHING METHOD (PowerPoint)

2 min **Introduction**

3 min **Course Description and Learning Objectives**

At the end of this training a commissioner will be able to:

- EXPLAIN the ADC for RT Relationships.
- EXPLAIN the specific responsibilities of the ADC for RT.
- UNDERSTAND the use of the commissioner recognition plan as a part of the ADC for RT responsibilities.

40 min **SLIDE NOTES**

2 min **Summary and Review of Learning Objectives**

2 min **Any Questions?**

1 min **Closing/Commissioner Minute (optional)**